

INFORMATION ON THE MANAGER EXAMINATION

To apply for the manager's examination, you will need to contact [Continental Testing Services Inc. \(CTS\)](#) for the application packet and forms. You may contact them either at 1-800-717-1201 or on the [web](#). You will be leaving your name and address on the Wisconsin voice mail system and stating that you would like an application for the Wisconsin Barbering and Cosmetology examination.

The application packet will contain information on the fees, dates, locations, entrance requirements, and examination content. The packet will also provide you with all the forms you will need to complete and submit to CTS for scheduling.

Two weeks prior to the examination date, applicants for the manager examination will receive a copy of the **WISCONSIN STATUTES AND ADMINISTRATIVE CODES FOR THE BARBERING AND COSMETOLOGY EXAMINING BOARD** (code book) as part of the examination fee. If you wish to obtain a copy prior to application or wish to obtain additional copies, please submit a written request for the publication along with a check made payable to the **Department of Regulation and Licensing** in the amount of \$5.28 and send to the above address. You may access and download the statutes and administrative codes through our [website](#).

Entrance Requirement:

- 1) Completes 4,000 hours of practice as a licensed barber or cosmetologist under the supervision of a licensing manager; **OR**
- 2) Completes 2,000 hours of practice as a licensed barber or cosmetologist and 150 training hours of theoretical instruction consisting of:
 - 50 Hours – Business Management
 - 50 Hours – Communication
 - 50 Hours - Supervision

[**Note:** The 150 hours described above are general education courses and can be taken through a technical college.]